

AGREEMENT

between the

HARTLAND BOARD OF EDUCATION

and the

HARTLAND EDUCATION ASSOCIATION

July 1, 2023 - June 30, 2026

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This AGREEMENT is made and entered into by and between the HARTLAND BOARD OF EDUCATION (hereinafter referred to as the "BOARD"), and the HARTLAND EDUCATION ASSOCIATION (hereinafter referred to as the "ASSOCIATION").

ARTICLE I: PREAMBLE

Recognizing that the primary purpose of the Hartland School is to provide education of the highest quality for the children of Hartland we, the undersigned parties to this contract, agree to the following principles:

1. The Board, elected by the citizens of Hartland, is a public body established under and with duties, powers, responsibilities and rights provided by the laws of the State of Connecticut and the applicable rules and regulations of administrative agencies issued under such authority.
2. The Superintendent of Schools of the Town of Hartland (hereinafter referred to as the Superintendent) is the executive officer of the Board, and as such, administers and directs the operation of the Hartland School System in accordance with the decisions of the Board.
3. The professional staff of the Hartland School System shares with the Board and the Superintendent/principal responsibility for providing for pupils of the Hartland School System education of the highest possible quality consistent with the policies of the Board, and the professional staff has the major role of direct contact with pupils.
4. The Association recognizes that the basic duty of each professional employee is to use his/her skill and expertise in the most effective and proper manner to improve the quality of education offered by the Hartland School System.
5. "He"/"She" will hereinafter refer to any person. "Days" shall hereinafter mean days that school is in session.

ARTICLE II: RECOGNITION

The Board recognizes the Association as the exclusive bargaining representative for all members of the teachers' bargaining unit which means the group of professional employees who hold a certificate or durational shortage area permit issued by the State Board of Education under the provisions of sections 10-144o to 10-149, inclusive, and are employed by the Board of Education in positions requiring such a certificate or durational shortage area permit and are not included in the administrators' unit or excluded from the purview of sections 10-153a to 10-153n, inclusive. [C.G.S. 10-153b(a)]

ARTICLE III: BOARD RESPONSIBILITIES AND PREROGATIVES

All rights, powers, authority, and prerogatives of the Board shall continue to remain exclusively vested in the Board unless specifically limited by the express provisions of this agreement.

ARTICLE IV: PROFESSIONAL NEGOTIATIONS

The parties hereto agree to meet to commence negotiations in accordance with the Connecticut General Statutes.

ARTICLE V: GRIEVANCE PROCEDURE

A. Definition:

A "grievance" shall mean a complaint by an employee(s) of the Hartland School system that there has been to him/her a personal loss, injury or inconvenience because of a violation, misinterpretation, or inequitable application of a specific provision of this agreement or of an established policy governing employees, except that the term "grievance" shall not apply to (a) any rule or regulation of the State Commissioner of Education or (b) any by-laws of the Board of Education existing at the date of the contract or (c) any matter which, according to law, is either beyond the scope of Board authority or limited to unilateral action by the Board alone.

B. Purpose:

Nothing herein contained shall be construed as limiting the right of any teacher having a problem to discuss the matter informally with any appropriate member of the administration or with any appropriate representative of the Association at any time. Any certified professional employee or group of employees shall have the right at any time to present any grievance to such persons and through such channels as are designated for that purpose in this article. Said employee or group of employees shall have the right to withdraw a grievance at any step of the informal or formal procedure.

C. Time Limits:

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.
2. In the event a grievance is filed on or after June 1, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable, by mutual agreement of the parties in interest.

Any reference to "days" in Article V of this agreement shall mean days when school is in session except that during the summer intermission "days" shall mean business days.

3. If a teacher does not file a grievance in writing within fifteen (15) days after the act or condition on which the grievance is based, then the grievance shall be considered to have been waived.

4. Failure by the teacher at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level and such decision shall thereafter be binding upon the teacher and the Association.

D. Informal Procedures:

1. If a teacher feels that he/she may have a grievance he/she should first discuss the matter with his/her Principal in an effort to resolve the problem informally.
2. If the teacher is not satisfied with such disposition of the matter, he/she shall have the right to have the Association assist his/her in further efforts to resolve the problem informally with the principal.

E. Content of Written Grievance:

1. The Written Grievance will contain:
 - a. A concise statement describing the alleged violation.
 - b. The date or dates of the alleged violation.
 - c. The employee or employees aggrieved.
 - d. The redress sought.
 - e. Other pertinent data, such as witnesses and circumstances.
 - f. The specific article and paragraph that is alleged to have been violated.
2. No new or additional claims will be admitted as part of this grievance.

F. Formal Procedure:

1. Level One - School Principal:
 - a. If a teacher is not satisfied with the outcome of informal procedures, or if he/she has elected not to utilize such procedures, he/she may present his/her written grievance to the principal.
 - b. The principal shall, within five (5) days after the receipt of the written Grievance, render his/her decision and the reasons thereof, in writing to the teacher.
 - c. If the principal and the Superintendent is the same person, Level One (1) shall be omitted, and the formal procedure shall commence with Level Two (2).
2. Level Two - Superintendent of Schools:
 - a. If the teacher is not satisfied with the disposition of his/her grievance at Level One, he/she may, within five (5) days, file his/her written grievance with the Superintendent of Schools.
 - b. The Superintendent shall, within ten (10) days after receipt of the referral, meet with the teacher for the purpose of solving the grievance.

- c. The Superintendent shall, within three (3) days after the hearing, render his/her decision and the reasons thereof, in writing to the teacher.
- d. If the principal and the Superintendent are the same person and a teacher is not satisfied with the outcome of the formal proceedings, or if he/she has elected not to utilize such proceeding, he/she may present his/her written grievance to the Superintendent, and hereafter the procedure as specified in sub-paragraphs (b) and (c) of Level Two shall apply.

3. Level Three - Board of Education:

- a. If the teacher is not satisfied with the disposition of his/her grievance at Level Two, he/she may, within six (6) days after the decision or hearing, file his/ her written grievance with the Association, for appeal to the Board of Education.
- b. The Association may, within five (5) days after receipt, refer the appeal in writing to the Board of Education.
- c. The Board of Education shall, within thirty (30) days after receipt of the appeal, meet with the teacher and 2 representatives of the Association for the purpose of resolving the grievance. The Board shall, within ten (10) days of the meeting with the teacher, render its decision and the reasons thereof in writing to the teacher, with a copy sent also to the President of the Association.

4. Level Four — Arbitration:

- a. The Association may file an appeal on behalf of a teacher, and the expenses of arbitration are to be borne equally by the Association and the Board of Education.
- b. Notice of the Association's intent to invoke arbitration must be given to the Superintendent of Schools within five (5) days of the Association's receipt of the Board's answer at Level Three.
- c. Within five (5) days of the filing of the intent to arbitrate, the Board and the union, through selected representatives, shall endeavor to jointly select a single arbitrator. If within five (5) days a joint selection has not been made, the American Arbitration Association shall be called upon within two (2) days to select the single arbitrator. The arbitrator shall, within ten (10) days after the hearing, render a decision in writing, to all parties of interest, setting forth the facts found and the decision. The decision of the arbitrator shall be binding and final action by the Board of Education will be taken within ten (10) days of receipt of the decision.

ARTICLE VI: SALARY SCHEDULE

A. Placement on the Salary Schedule:

The salary schedule listed in Appendix 1 of this agreement shall be interpreted and applied in accordance with the following definitions:

- BA A baccalaureate degree earned at an accredited college or university.
- BA + 15 The completion of fifteen (15) credits beyond the baccalaureate degree at an accredited college or university in an approved program leading to an MA degree_
- MA A master's degree earned at an accredited college or university.
- MA +15 The completion of fifteen (15) credits beyond the master's degree at an accredited college or university.
- MA + 30 The completion of thirty (30) credits beyond the master's degree at an accredited college or university.

In order to receive salary credit for MA+ credits, all staff members must submit a program of courses that applies to their teaching assignments. Said program shall be approved by the Superintendent.

In order to apply for salary credit, the Superintendent must be notified prior to February 1 of academic credits expected to be completed prior to the start of the fiscal year in which the new salary shall take effect. All credits intended to be used for this purpose shall be reviewed by the Superintendent prior to the start of the new fiscal year.

B. Withholding of Increment:

The Board reserves the right to withhold an increment in cases where service is deemed less than satisfactory. A decision to withhold an increment or longevity pay will be made by the Superintendent of Schools. A teacher must be notified in writing prior to April 1 of the Superintendent's decision to withhold an increment. Such action shall be based upon written evidence from the teacher's personnel file. This evidence shall indicate the administrative efforts to help the teacher that have been made during the current school year prior to April 1.

C. Head Teacher:

A head teacher shall be designated by the School Board at a per annum stipend of \$ 2,500. The Superintendent shall designate the person who shall act as administrator in charge when the Superintendent/principal is not in the school building.

D. Extra-Instructional Activities:

Upon yearly review and approval by the Board of Education, and availability of budget funding, the following: extra-instructional activities will be compensated as follows:

Drama	\$2,000/annum
Yearbook	\$700/annum
Overnight Field Trips	\$150/night/teacher
Middle School Dance Chaperone	\$75/event

Art Program	\$700/annum
Jazz Band	\$1,500/annum
Chorus	\$1,500/annum
Memorial Day Music Performance	\$100/annum
Student Council Advisor	\$700/annum
Cultural Arts Coordinator	\$500/annum
STEAM Night Coordinator	\$250/annum
STEAM Night Content Leaders (5)	\$150/Content
CT Invention Convention Coord.	\$500/annum
Middle School Team Leader	\$1,500/annum
After School Clubs	\$700/annum

E. TEAM Mentor	\$500/mentee/annum
TEAM District Facilitator	\$500/annum
TEAM Reader	\$250/annum

F. Payment of Salary:

If the teacher's authorization has been received prior to June 15, he/she may be paid by the following options:

1. The teacher shall be paid 1/26 of his/her annual salary every other Friday commencing with the Friday closest to September 15. The balance of annual salary due is to be paid on or before June 30 of each school year.
2. The teacher's annual salary shall be paid every two (2) weeks for twenty-one (21) equal payments commencing with the Friday closest to September 15. If employment is terminated prior to the end of the regular school year, the effected teacher's pay will be prorated on the basis of the number of days he/she has actually taught.

G. Tuition Reimbursement:

The Board will create a fund equal to \$ 5,000 per year for tuition reimbursement.

1. Teachers who have completed courses during the current school year, including the previous summer may apply for tuition reimbursement from the fund provided the teacher is in the employment of the Hartland School and remains in the employment of the school for at least one additional year.
2. Such application must be made by June 15th of each year.
3. The fund shall reimburse teachers for each credit hour in an equal amount obtained by dividing the \$5,000 by the total number of credit hours for which application was made.
4. No teacher shall be reimbursed more money than the actual cost of the credit hour.
5. The reimbursement shall be paid to the teacher by June 30th of the school year in which the course was completed.

6. A "B" mark or better must be obtained by the teacher to be eligible for this allowance.
7. No courses may be taken at any time which interferes with the normal Hartland School duties of the teacher.
8. Teachers must apply to the Superintendent for approval of courses.
9. A prorated amount shall be paid to part-time teachers working less than fifty percent (50%).

H. Retirement Notice

A. Teachers who provide the Superintendent of Schools with written notice of retirement no later than February 1, for a retirement to become effective at the end of that school year, shall receive a payment of one thousand dollars (\$1,000), which shall be payable upon retirement.

ARTICLE VII: INSURANCE

A. Health Insurance:

All employees will be permitted to participate in a High Deductible Health Plan/Health Savings Account (HDHP/HSA) Insurance Plan. All previous plans have been replaced by a \$ \$2,250/\$4,500 HDHP/HSA plan with deductible exposure split 50/50. The details of the plan are set forth in a Summary of Benefits attached hereto as Appendix 3.

The Board will share the cost of group health and dental insurance with all participating full-time teaching personnel, to be funded by the Board at 82% in 2023-24, 81.5% in 2024-25 and 80.5% in 2025-26. Employee contributions will be on a pre-tax basis to be deducted from salary.

Annual HSA Funding by the Board 50% -- July 1 payment by the Board

B. Dental Coverage:

The Board will provide dental coverage equivalent to the Delta Dental Premier Plan 3. The insurance company will pay the participating dentist on behalf of each enrolled member 80% of an amount equal to his or her usual charge for the services, provided such charge is not in excess of the usual and reasonable charge for dental services in the area where the services are rendered. As of 7/1/20, the plan is provided through Delta Dental's PPO & Premium Network.

C. Health Insurance Waiver:

Teachers who elect to waive medical and/or dental health insurance coverage by the Board of Education shall receive a stipend subject to the following:

1. Teachers waiving coverage shall receive a stipend equal to twenty percent (20%) of the premium cost for the school year in which the coverage was waived.

2. The stipend shall be paid in June of the school year for which the coverage was waived.
3. Should personal circumstances change through death, marriage, divorce or change of a spouse's employment status, teachers who have waived coverage shall be able to regain such coverage.

D. Cadillac Tax Language

The Patient Protection and Affordable Care Act ("PPACA"; Public Law 111-148) has set forth and codified under the Internal Revenue Code (IRC) §4980I the imposition of an excise tax related to employer provided health insurance plans that exceed certain value thresholds. The impact of the excise tax is scheduled to take effect in 2022. Should any Federal statute or regulation pertaining to IRC §4980I be mandated to take effect in any contract year triggering the imposition of an excise tax with respect to any of the contractually agreed upon insurance plans offered herein, the parties agree to commence mid-term negotiations in accordance with the Teacher Negotiation Act. During such mid-term negotiations, the parties will reopen this Article only of the contract for the purpose of addressing the impact of the excise tax. No other provision of the contract shall be reopened during such mid-term negotiations.

E. Life Insurance:

The Board shall provide teachers with group term life insurance in the amount of \$100,000.

F. Long Term Disability

The Board shall offer a Long Term Disability plan in which the teachers may participate at their own expense.

G. Part-time Employees:

The Board will provide less than full-time teachers payment of premiums equal to the proportion of teaching time for which they are hired up to the percentage of 100, less the employee contribution as indicated in Sections A and B of this Article.

H. Miscellaneous:

1. If an increase in rates should occur after the beginning of school, the Board shall assume the increase.
2. The Board may change insurance carriers and/or change the pooling structure so long as the new insurance coverage provides a level of benefits and services substantially equivalent to or better than the current insurance coverage and the Association approves the change. Such approval shall not be unreasonably withheld.

At least sixty (60) days prior to effecting a proposed change, the Board shall notify the Association of such proposal in writing. Upon request, the parties shall meet to discuss the proposed change. Should the parties disagree as to whether the proposed change would provide substantially equivalent coverage, the disagreement shall be subject to impartial arbitration before a mutually agreeable arbitrator. Should arbitration be pursued, the Board will not implement the proposed change before the arbitrator's decision has been issued in writing.

3. Death Benefit: If a teacher dies while employed by the Hartland Board of Education, the health insurance for the deceased teacher's dependent (s) will remain in effect for twenty four (24) weeks.

ARTICLE VIII: SALARY DEDUCTIONS

A. Service Fee:

Conditions of Continued Employment:

The Association agrees to indemnify and hold harmless the Hartland Board of Education and any of its members, employees and agents from any loss, penalty, reasonable attorney's fees, or litigation expenses incurred as a result of, or in connection with, the Board's good faith compliance with any aspect of the deduction of the service fee and/or enforcement of this article.

Deductions:

The Hartland Board of Education agrees to deduct from each teacher an amount equal to the Association membership dues and fees by means of payroll deductions when (and for as long as) such teachers individually and voluntarily authorize the Board to do so, in accordance with the law. The amount of deduction for membership dues shall be divided by the number of paychecks from and including the first paycheck in September through and including the last paycheck in June. The amount of Association membership dues shall be certified by the Association to the Board of Education prior to the opening of school each year.

Subsequent Employment:

Those teachers whose employment commences after the start of the school year shall pay a prorated amount equal to the percentage of the remaining school year when (and for as long as) such teachers individually and voluntarily authorize the Board to do so, in accordance with the law.

Forwarding of Monies:

The Board of Education agrees to forward to the Association each month a check for the amount of money deducted during that month. The Board shall include with such check a list of teachers for whom such deductions were made.

Reference to Association:

The singular reference to the "Association" herein shall be interpreted as referring to the Hartland Education Association, the Connecticut Education Association and the National Education Association.

B. Credit Union Deductions:

The Board agrees to deduct from the salaries of its employees such amounts as said employees individually and voluntarily authorize the Board to deduct, and to transmit such sums promptly to an appropriate credit union for deposit to such employee's account.

Employee authorization for such deductions shall be in writing on the form attached hereto as "Appendix 2-B".

C. Tax Sheltered Annuities and IRAs:

The Hartland Board of Education agrees to deduct from the salaries of an employee such amounts as said employee individually and voluntarily authorizes the Board to deduct and to transmit such sums promptly to an appropriate institution for deposit to such employee's account. Employee authorization for such deductions shall be in writing on the form attached hereto as "Appendix 2-C".

ARTICLE IX: EMPLOYMENT YEAR

The employment year for teachers shall be one hundred eighty six (186) days. One hundred eighty two (182) days shall be student instructional days. The non-student work days/Professional Development days will be scheduled after teachers are provided with an opportunity for input and before the school calendar is finalized.

ARTICLE X: DUTY FREE LUNCH

All teachers shall have an uninterrupted duty-free lunch period daily of thirty minutes.

ARTICLE XI: LEAVES OF ABSENCE

A. Sick Days:

1. Each teacher is entitled to sick leave with full pay up to fifteen (15) days in each contract year. Unused sick leave shall be cumulative from year to year to a maximum of one hundred eighty-six (186) days, as long as the teacher remains continuously in the employment of the Board.
2. In the event of an absence of five (5) consecutive days, the Superintendent may request the teacher to provide a certificate from his/her physician confirming the sickness or the ability of the teacher to return to work and perform his/her duties. Any teacher who uses three (3) or less sick leave days in any one school year, may annually return to the Board five (5) days of his/her unused sick leave for the year, and shall be reimbursed at the rate of full current substitutes' pay for each day returned. The teacher wishing to return five

days of his/her unused sick leave shall notify the Superintendent before the last day of the school year.

3. Up to fifteen (15) days per year of the teacher's annual sick leave may be used to care for an ill member of the teacher's immediate family. For the purposes of this specific article, immediate family shall be defined as spouse, child or parent.
 - a. Should a teacher exhaust this allotment of sick leave for illness in the teacher's immediate family, along with any other allotment of applicable paid leave (including but not limited to personal leave under Section C below), a teacher may receive up to fifteen (15) additional days of paid leave, provided that the need for such additional leave is care for an immediate family member due to a serious health condition (as that term is defined under the Family Medical Leave Act). Thereafter, should a teacher exhaust this additional allotment of leave, a teacher may request that the Superintendent grant up to fifteen (15) additional days of paid leave for such care of an immediate family member due to a serious health condition. The decision on such requests shall rest in the sole discretion of the Superintendent or his/her designee, and shall not be subject to the grievance procedure.
4. Any teacher hired by the Hartland Board of Education prior to July 1, 1999, shall be eligible for the following benefit:
 - a. Upon retirement from teaching, accumulated sick leave shall be reimbursed at the rate of full current substitutes pay. His/her Normal Retirement Date is considered to be the end of the school year following either (1) his/her attainment of age sixty, if he/she will have at that time at least twenty years of Connecticut teaching service, or (2) his/her accrual of thirty-five years of service, at least twenty-five of which are service in the public schools of this state, if earlier than age sixty.
5. Each teacher shall be notified annually of his/her current accumulated sick leave.

B. Personal Leave:

1. Three (3) personal days will be available for professional staff to conduct business that cannot be otherwise conducted outside of working hours.
 - a. Such leave may be taken in full or half day increments.
 - b. Proper advanced notification must be provided to the Superintendent.
2. Bereavement leave of five (5) days per contract year for immediate family; immediate family shall be defined as spouse, parents, child, grandparents, mother-in-law, father-in-law, brother, sister or any other individual living in a teacher's household. One (1) day for a close personal friend.
3. If an emergency need arises for additional personal leave, written application shall be made to the Board for its consideration of remunerative compensation.

C. Professional Days:

Each teacher, upon request, at the availability of funds and at the discretion of the Superintendent will be permitted to attend recognized educational meetings or visit and study other school systems.

D. In-Service Days:

There shall be full and half (1/2) in-service days for Board approved workshops, seminars, and professional improvement sessions. Part-time teachers shall be compensated at their hourly rate for each hour worked at required in-service training that is outside of their regular schedule, whether half-day or full day.

E. Teacher Conference Days:

When after school teacher-parent conferences are scheduled (twice per year each for 2 days), the school will be placed on an early dismissal schedule for two (2) days.

F. Pregnancy and Adoption Related Leave:

1. A teacher who becomes sick or disabled due to pregnancy or childbirth shall, upon her request; be placed on sick leave for childbearing purposes. Leave shall begin when, in the opinion of her doctor, she is no longer physically able to work and said leave shall expire when, in the opinion of her doctor, she is physically able to return to work.
 - a. Teachers who anticipate using this form of sick leave should notify the Superintendent as far in advance of the anticipated commencement date of leave as possible.
 - b. Any teacher on such leave without enough sick leave accumulation to last the length of the leave shall have medical and other insurance benefits continue for the duration of the leave at the expense of the Board.
2. Any certified member of the bargaining unit shall be entitled, upon written request submitted to the Superintendent of schools, to a leave of absence without pay, for purposes of child rearing, apart from any period of child birth disability leave. Such employee shall be entitled to such leave for any school year or portion thereof, in which the child is born or adopted and for one additional year if requested by the employee.

Such child rearing leave shall be subject to the following conditions:

- a. Employees requesting leave shall submit not less than thirty (30) days written notice of the anticipated date of commencing such leave.
- b. Teachers on child rearing leave may continue their medical/life insurance benefits through the board of education group rate, but at their own expense, except as provided for under the Family and Medical Leave Act of 1993.
- c. Teachers returning from child rearing leave will move up on the salary scale if they have taught for at least five months during the school year in which the leave commences.

- d. Upon completion of the child rearing leave, the teacher shall return to the position vacated or to an equivalent position.
- e. The period of child rearing leave shall not be counted toward seniority, but such leave shall not constitute a break in seniority.

G. Faculty Meetings:

Teachers will participate in up to ten (10) after school faculty meetings per year. The meetings will be organizational or informational in nature. Teachers will have an opportunity for input into the meeting agenda. The meetings will begin at 3:30 p.m. and normally will not last longer than sixty (60) minutes. A tentative schedule for meetings will be established in September of each school year, with input from the Association.

- a. It is the Board of Education's expectation that ALL staff attend staff meetings in person. The parties recognize that meetings with full attendance in-person by all faculty members is in the best interests of the schools. Notwithstanding the foregoing, part time teachers will have the option of a) working at the school or b) attending any faculty meeting remotely if his or her schedule is not contiguous to the faculty meeting and should a conflict arise preventing said part-time teacher from attending a meeting in-person. The part time teacher shall give advance notice to the Superintendent as soon as possible of such a need to participate remotely so that online/remote access for said part time teacher to the meeting can be arranged. If the part time teacher chooses to remain at the school and perform such work as may be assigned by the school administration until the faculty meeting, they will be paid at their hourly rate (as calculated via their applicable per diem rate).

ARTICLE XII: REDUCTION IN FORCE

In the event a reduction of professional staff becomes necessary, the first employees to be terminated would be those holding a durational shortage permit. Those who have not attained tenure would be terminated next. If all teachers have tenure, the professional with the least amount of time in the Hartland School system would be first to be terminated, followed in ascending order to the teacher with the greatest seniority.

ARTICLE XIII: RECALL PROCEDURE

A. The name of any teacher who has been laid off shall be placed upon a reappointment list and remain on such list for one year provided such teacher does not refuse a reappointment and provided such teacher applies in writing by registered mail for retention of his/her name on said list on or before June first of the year subsequent to his/her termination. Said teacher shall notify the Board of any changes of certification and/or qualifications.

B. Any teacher on the reappointment list shall receive a written offer of reappointment at least fifteen days prior to the date of re-employment. The teacher shall accept or reject the appointment in writing within ten days of receipt of notification. If he/she accepts the appointment, he/she shall receive a written contract at least fifteen (15) days prior to the effective date of re-employment, where possible. If a written offer, by certified mail, of reappointment is not accepted, the teacher's name will be removed

from the recall list. No teacher shall be entitled to be recalled to a position of greater rank, compensation or authority.

C. Recall shall be based on a reversal of the reduction in force procedure.

D. No new teacher shall be hired in a subject area or grade level until all laid-off teachers certified and qualified from that subject area or grade level have been recalled or decline the opening.

E. Teachers being recalled shall be placed at the top of the list of all teachers whose length of seniority is the same as that of the returning teacher.

F. The separation of a teacher pursuant to this procedure will not affect any fringe benefits earned and/or accumulated, or benefits to be earned and/or accumulated when re-employed, with the exception of salary schedule increments and years of service as applied to teachers' retirement.

ARTICLE XIV: JUST CAUSE

No material originating after original employment shall be placed in a teacher's personnel file unless the teacher has been notified and has had an opportunity to review the material. The teacher may submit a written notation regarding any material, and the same shall be attached to the file copy of the material in question. If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.

Any substantive complaint made against a teacher or person for whom the teacher is administratively responsible, by any parent, student, or other person, shall promptly be called to the attention of the teacher. In no case shall any anonymous and/or unsubstantiated complaint be placed in any teacher's file. The parties recognize and agree that the Board has the obligation to retain documents such as complaints by law, including but not limited to the Connecticut Freedom of Information Act. However, anonymous complaints shall not be retained in a teacher's personnel file.

No teacher shall be disciplined, reprimanded, reduced in rank or compensation, denied an increment, suspended, or given any adverse evaluation without reasonable and just cause. If a teacher is to be formally disciplined, reprimanded or otherwise deprived of any professional advantage by the Board or its agents, he/she shall receive at least 24 hours advance notice, and shall be entitled to receive a statement of reasons in writing, and to have a representative of the Association present.

ARTICLE XV: BOARD POLICIES

The Board shall provide the Association President with a copy of its policies and by-laws. The Board shall provide each teacher with a copy of this agreement (electronic or otherwise).

ARTICLE XVI: FACILITIES

The Board shall provide the staff with:

1. Teachers' room.

2. Parking facilities adjacent to the school.
3. Telephone extension in the teachers' room.
4. A minimum of one private phone within the building with long distance access. All private long-distance calls shall be at the expense of the teacher.

ARTICLE XVII: IMPACT

1. If the Board lengthens the school day beyond the hours in effect during the 2010-2011 school year, it shall compensate affected unit members at the rate of compensation based upon a prorating of each unit member's annual salary equal to a percentage of the time the school day is extended.
2. The hourly stipend for summer work, work during vacations or weekends, after-school curriculum work, homework center, or professional development beyond the school day will be an hourly stipend of \$40 per hour for the 2023-24 school year; \$41 per hour for the 2024-25 school year; and \$42 per hour for the 2025-26 school year. Such work must be pre-approved by the Superintendent of Schools.

In the event that a teacher is required by the Board to do work during non-scheduled work time, during vacations or weekends, aside from the work in the above paragraph, the teacher shall be compensated by pro-rating the teacher's then current individual per diem salary for the day, or a part thereof, worked by the teacher. This provision shall apply to required appearances in court legal proceedings, required participation in PPT Meetings, and participation in required training. If the school day is altered to accommodate testing, a part-time teacher shall be compensated for any additional time he/she is required to work outside their normal schedule by prorating the part-time teacher's per diem salary for the hours worked.

3. On the date this provision becomes effective, staff meetings, professional development, curriculum, curriculum sub-committee, parent conferences, and parents' nights shall be deemed part of the normal school day, provided the number and duration of such meetings are consistent with past practice. Part-time teachers shall not be required to attend faculty meetings if said meetings occur on a day in which a part-time teacher is not scheduled to work.
4. If the Board lengthens the amount of time required of unit members to attend parent conference meetings or increases the number of required evening/parents' night events beyond that consistent with past practice, it shall compensate unit members according to an hourly rate. Such rate shall be established by dividing the unit member's daily rate of pay by 7 hours. This rate shall then be multiplied by the number of hours and/or parts of hours that the increased parent conference time requires.
5. In the event the Board changes the number of hours in the school day or the number of school days in the school year in a manner which would require negotiations under state law, and if the parties cannot agree upon compensation according to the provisions of this contract, the parties shall negotiate the impact of this change in accordance with the terms of this provision. Such negotiations, if not amicably resolved, shall be subject to the impasse resolution procedure set forth in 10-153, et. Seq., of the Connecticut General Statutes.

Effective the start of the 2005-06 contract year, the student school day shall be increased by five (5) minutes. The teacher work day remains at fifteen (15) minutes before and fifteen (15) minutes after school.

6. This impact statement shall not become operative when teachers attend or participate in such meetings or school activities they have been required to attend or participate in as a matter of past practice.

ARTICLE XVIII: PREPARATION TIME

Every reasonable effort shall be made to accommodate the following:

1. Provide all full-time teachers with, in addition to their lunch period, at least one (1) preparation period of continuous minutes per day.
2. Provide all part-time teachers with preparation time of continuous minutes per day equal to the proportion of teaching time for which they are hired.

A teacher's preparation period shall be scheduled during the student day.

ARTICLE XIX: LONGEVITY

The Board will compensate teachers with extended teaching service in Hartland over and above the existing salary schedule, as follows:

- A. At the start of the 10th year - \$500
- B. At the start of the 15th year - \$1000
- C. At the start of the 20th year - \$1500

Longevity payments shall not be cumulative. This benefit will only be available to teachers hired and continuously employed prior to 7/1/17.

ARTICLE XX: VACANCIES

All vacancies and new position openings, including promotions, that arise shall be posted in the building and e-mailed to all teachers no less than ten (10) calendar days prior to the application deadline.

ARTICLE XXI: DURATION

The duration of the Agreement shall be July 1, 2023 to June 30, 2026. Appendices 1(A), 1(B) and 1(C) represent the teachers' salary schedules for school years 2023-2024, 2024-2025, and 2025-2026 respectively.

IN WITNESS WHEREOF, the parties hereto have hereunto caused this Agreement to be executed by their duly authorized representatives on the ____ day of _____, A.D. 2022.

Samela J. Weber
FOR THE HARTLAND BOARD OF EDUCATION

11/16/2022
DATE

Nicole M. Fragnone
FOR THE HARTLAND EDUCATION ASSOCIATION

11/20/2022
DATE

APPENDIX 1 (A)

Salary Schedule 2023-2024	BA	BA+15	MA	MA+15	MA+30
Step					
1	46,236	50,223	52,668	55,727	58,177
2	48,509	52,523	55,043	58,217	60,734
3	50,894	54,927	57,526	60,819	63,403
4	53,396	57,442	60,120	63,536	66,190
5	56,022	60,072	62,832	66,375	69,099
6	58,776	62,822	65,666	69,341	72,136
7	62,838	66,885	68,627	72,440	75,307
8	66,900	70,947	71,723	75,677	78,617
9			74,957	79,058	82,072
10			78,338	82,591	85,679
11			81,872	86,282	89,445
12			85,164	89,648	92,915
13			93,047	97,636	100,887

All teachers not on the maximum step in 2022-2023 shall advance one incremental step.

APPENDIX 1 (B)

Salary Schedule 2024-2025	BA	BA+15	MA	MA+15	MA+30
Step					
1	46,236	50,223	52,668	55,727	58,177
2	48,509	52,523	55,043	58,217	60,734
3	50,894	54,927	57,526	60,819	63,403
4	53,396	57,442	60,120	63,536	66,190
5	56,022	60,072	62,832	66,375	69,099
6	58,776	62,822	65,666	69,341	72,136
7	62,838	66,885	68,627	72,440	75,307
8	66,900	70,947	71,723	75,677	78,617
9			74,957	79,058	82,072
10			78,338	82,591	85,679
11			81,872	86,282	89,445
12			85,164	89,648	92,915
13			95,103	99,692	102,943

All teachers not on the maximum step in 2023-2024 shall advance one incremental step.

APPENDIX 1 (C)

Salary Schedule 2025-2026	BA	BA+15	MA	MA+15	MA+30
Step					
1	46,236	50,223	52,668	55,727	58,177
2	48,509	52,523	55,043	58,217	60,734
3	50,894	54,927	57,526	60,819	63,403
4	53,396	57,442	60,120	63,536	66,190
5	56,022	60,072	62,832	66,375	69,099
6	58,776	62,822	65,666	69,341	72,136
7	62,838	66,885	68,627	72,440	75,307
8	66,900	70,947	71,723	75,677	78,617
9			74,957	79,058	82,072
10			78,338	82,591	85,679
11			81,872	86,282	89,445
12			85,164	89,648	92,915
13			91,478	96,095	99,354
14			97,922	102,511	105,762

All teachers not on the maximum step in 2024-2025 shall advance one incremental step. A new penultimate step (Step 13 for MA columns) was added to each column in 2022-23.

APPENDIX 2 (A)

AUTHORIZATION FOR PAYROLL DEDUCTION OF PROFESSIONAL DUES

I hereby authorize the Hartland Board of Education to make _____ bi-weekly payroll deductions in equal amounts from my salary for the school year 20__ to 20__ for the purpose of effecting payment of dues to professional organizations. The total deduction shall be:

HEA

CEA

NEA

I understand that the first deduction will be made in September, 20____, and that there will be successive deductions. I further authorize the Board of Education to transmit 11 such dues collected to the treasurer of the Hartland Education Association.

Date:

Employee's Signature:

APPENDIX 2 (B)

AUTHORIZATION FOR PAYROLL DEDUCTION OF CREDIT UNION DUES

I hereby request the sum of \$_____ be deducted once each month from my salary, to be paid to an appropriate Credit Union for the purchases of shares or payment of a loan. It is understood that this request shall be in effect until I directly notify the Credit Union at least two (2) weeks in advance of my desire to change it.

NAME:

ADDRESS:

HARTLAND SCHOOL SYSTEM

DATE: _____, 20_____

APPENDIX 2 (C)

AUTHORIZATION FOR DEDUCTION FOR TAX SHELTERED ANNUITIES AND IRAs

I hereby request that \$ _____ be deducted from each paycheck to be paid to

_____ for the purchase of an

_____.

It is understood that this request shall be in effect until I directly notify Payroll at least two (2) weeks in advance of my desire to change it.

DATE

EMPLOYEE'S SIGNATURE

APPENDIX 3
SUMMARY OF INSURANCE BENEFITS

Your summary of benefits



Anthem® Blue Cross and Blue Shield

Your Plan: Hartland BOE Anthem Century Preferred PPO HSA PS CSV

Your Network: Century Preferred

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Overall Deductible	\$2,250 person / \$4,500 family	\$2,250 person / \$4,500 family
Out-of-Pocket Limit	\$2,250 person / \$4,500 family	\$4,500 person / \$9,000 family
<p>The family deductible and out-of-pocket maximum are non-embedded, meaning the cost shares of all family members apply to one shared family deductible and one shared family out-of-pocket maximum. The per person deductible and per person out-of-pocket maximum only apply to individuals enrolled under single coverage.</p> <p>Your copays, coinsurance and deductible count toward your out of pocket amount(s).</p> <p>In-network and out-of-network deductibles and out-of-pocket maximum amounts are combined and accumulate toward each other.</p>		
Preventive Care / Screening / Immunization	No charge	20% coinsurance after deductible is met
Preventive Care for Chronic Conditions per IRS guidelines	No charge	20% coinsurance after deductible is met
<p><u>Virtual Care (Telemedicine / Telehealth Visits)</u></p>		
<p>Virtual Visits - Online visits with Doctors who also provide services in person</p>		
Primary Care (PCP)	0% coinsurance after deductible is met	20% coinsurance after deductible is met
Mental Health and Substance Abuse care	0% coinsurance after deductible is met	20% coinsurance after deductible is met
Specialist	0% coinsurance after deductible is met	20% coinsurance after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p>Virtual Visits from Online Provider LiveHealth Online via www.livehealthonline.com; our mobile app, website or Anthem-enabled device</p> <p>Primary Care (PCP) and Mental Health and Substance Abuse</p> <p>Specialist Care</p>	<p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p>	
<p><u>Visits in an Office</u></p> <p>Primary Care (PCP)</p> <p>Specialist Care</p>	<p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p>	<p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p>
<p><u>Other Practitioner Visits</u></p> <p>Routine Maternity Care (Prenatal and Postnatal)</p> <p>Retail Health Clinic</p> <p>Manipulation Therapy Coverage for rehabilitative and habilitative physical therapy, occupational therapy, speech therapy, and manipulative treatment is limited to 50 visits combined per benefit period.</p> <p>Acupuncture</p>	<p>No charge</p> <p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p>	<p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p>
<p><u>Other Services in an Office</u></p> <p>Allergy Testing</p> <p>Chemo/Radiation Therapy</p> <p>Dialysis/Hemodialysis</p> <p>Prescription Drugs <i>Dispensed in the office</i></p> <p>Surgery</p>	<p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p> <p>No charge</p> <p>0% coinsurance after deductible is met</p>	<p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p>

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<u>Diagnostic Services</u> Lab Office Freestanding/Site of Service Lab Outpatient Hospital	 0% coinsurance after deductible is met 0% coinsurance after deductible is met 0% coinsurance after deductible is met	 20% coinsurance after deductible is met 20% coinsurance after deductible is met 20% coinsurance after deductible is met
X-Ray Office Freestanding/Site of Service Radiology Center Outpatient Hospital	 0% coinsurance after deductible is met 0% coinsurance after deductible is met 0% coinsurance after deductible is met	 20% coinsurance after deductible is met 20% coinsurance after deductible is met 20% coinsurance after deductible is met
Advanced Diagnostic Imaging for example: MRI, PET and CAT scans Office Freestanding/Site of Service Radiology Center Outpatient Hospital	 0% coinsurance after deductible is met 0% coinsurance after deductible is met 0% coinsurance after deductible is met	 20% coinsurance after deductible is met 20% coinsurance after deductible is met 20% coinsurance after deductible is met
<u>Emergency and Urgent Care</u> Urgent Care Emergency Room Facility Services Emergency Room Doctor and Other Services Ambulance	 0% coinsurance after deductible is met 0% coinsurance after deductible is met 0% coinsurance after deductible is met 0% coinsurance after deductible is met	 20% coinsurance after deductible is met Covered as In-Network Covered as In-Network Covered as In-Network
<u>Outpatient Mental Health and Substance Abuse</u> Doctor Office Visit	 0% coinsurance after deductible is met	 20% coinsurance after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Facility Visit Facility Fees Doctor Services	0% coinsurance after deductible is met 0% coinsurance after deductible is met	20% coinsurance after deductible is met 20% coinsurance after deductible is met
<u>Outpatient Surgery</u> Facility Fees Hospital Freestanding Surgical Center Doctor and Other Services Hospital Freestanding Surgical Center	0% coinsurance after deductible is met 0% coinsurance after deductible is met 0% coinsurance after deductible is met 0% coinsurance after deductible is met	20% coinsurance after deductible is met 20% coinsurance after deductible is met 20% coinsurance after deductible is met 20% coinsurance after deductible is met
<u>Hospital (Including Maternity, Mental Health and Substance Abuse)</u> Facility Fees Doctor and other services	0% coinsurance after deductible is met 0% coinsurance after deductible is met	20% coinsurance after deductible is met 20% coinsurance after deductible is met
<u>Recovery & Rehabilitation</u> Home Health Care <i>Coverage is limited to 200 visits per benefit period.</i>	0% coinsurance after deductible is met	20% coinsurance after deductible is met
Rehabilitation services <i>Coverage for rehabilitative and habilitative physical therapy, occupational therapy, speech therapy, and manipulative treatment is limited to 50 visits combined per benefit period.</i> Office Outpatient Hospital	0% coinsurance after deductible is met 0% coinsurance after deductible is met	20% coinsurance after deductible is met 20% coinsurance after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Cardiac rehabilitation		
Office	0% coinsurance after deductible is met	20% coinsurance after deductible is met
Outpatient Hospital	0% coinsurance after deductible is met	20% coinsurance after deductible is met
Skilled Nursing Care (facility) <i>Coverage is limited to 120 days per benefit period.</i>	0% coinsurance after deductible is met	20% coinsurance after deductible is met
Inpatient Hospice	0% coinsurance after deductible is met	20% coinsurance after deductible is met
Durable Medical Equipment	0% coinsurance after deductible is met	20% coinsurance after deductible is met
Prosthetic Devices <i>Coverage for wigs is limited to 1 item after cancer treatment per benefit period.</i>	0% coinsurance after deductible is met	20% coinsurance after deductible is met

Covered Prescription Drug Benefits	Cost if you use an In-Network Pharmacy	Cost if you use a Non-Network Pharmacy
Pharmacy Deductible	Combined with In-Network medical deductible	Combined with Non-Network medical deductible
Pharmacy Out-of-Pocket Limit	Combined with In-Network medical out-of-pocket limit	Combined with Non-Network medical out-of-pocket limit
Prescription Drug Coverage <i>Cost shares for drugs included on the National drug list appear below. Your plan uses the Base Network. You may receive up to a 90 day supply of medication at Retail 90 pharmacies. If you select a brand name drug when a generic drug is available, additional cost sharing amounts may apply</i>		
Home Delivery Pharmacy <i>Maintenance medication are available through Home Delivery Pharmacy. You will need to call us on the number on your ID card to sign up when you first use the service.</i>		
Tier 1 - Typically Generic <i>Per 30 day supply (retail pharmacy and Retail 90 pharmacy). Per 90 day supply (home delivery).</i>	\$0 copay per prescription after	20% coinsurance after deductible is met

Covered Prescription Drug Benefits	Cost if you use an In-Network Pharmacy	Cost if you use a Non-Network Pharmacy
	deductible is met (retail and home delivery)	(retail) and Not covered (home delivery)
Tier 2 – Typically Preferred Brand <i>Per 30 day supply (retail pharmacy and Retail 90 pharmacy). Per 90 day supply (home delivery).</i>	\$0 copay per prescription after deductible is met (retail and home delivery)	20% coinsurance after deductible is met (retail) and Not covered (home delivery)
Tier 3 - Typically Non-Preferred Brand/Specialty Drugs <i>Per 30 day supply (retail pharmacy and Retail 90 pharmacy). Per 90 day supply (home delivery). Per 30 day (specialty pharmacy).</i>	\$0 copay per prescription after deductible is met (retail and home delivery)	20% coinsurance after deductible is met (retail) and Not covered (home delivery)

Covered Vision Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<i>This is a brief outline of your vision coverage. Adult and children's vision services count towards your out of pocket limit.</i>		
Child Vision exam <i>Limited to 1 exam per benefit period.</i>	No charge	20% coinsurance after deductible is met
Adult Vision exam <i>Limited to 1 exam per benefit period.</i>	No charge	20% coinsurance after deductible is met

Notes:

- If you have an office visit with your Primary Care Physician or Specialist at an Outpatient Facility (e.g., Hospital or Ambulatory Surgical Facility), benefits for Covered Services will be paid under “Outpatient Facility Services”.
- Costs may vary by the site of service. Other cost shares may apply depending on services provided. Check your Certificate of Coverage for details.

This summary of benefits is a brief outline of coverage, designed to help you with the selection process. This summary does not reflect each and every benefit, exclusion and limitation which may apply to the coverage. For more details, important limitations and exclusions, please review the formal Evidence of Coverage (EOC). If there is a difference between this summary and the Evidence of Coverage (EOC), the Evidence of Coverage (EOC), will prevail.

Language Access Services:

Get help in your language

Curious to know what all this says? We would be too. Here's the English version:

If you have any questions about this document, you have the right to get help and information in your language at no cost. To talk to an interpreter, call (888) 224-4896

Separate from our language assistance program, we make documents available in alternate formats for members with visual impairments. If you need a copy of this document in an alternate format, please call the customer service telephone number on the back of your ID card.

(TTY/TDD: 711)

Arabic (العربية): إذا كان لديك أي استفسارات بشأن هذا المستند، فيحق لك الحصول على المساعدة والمعلومات بلغتك دون مقابل. للتحدث إلى مترجم، اتصل على (888) 224-4896.

Armenian (հայերեն). Եթե այս փաստաթղթի հետ կապված հարցեր ունեք, դուք իրավունք ունեք անվճար ստանալ օգնություն և տեղեկատվություն ձեր լեզվով: Թարգմանչի հետ խոսելու համար զանգահարեք հետևյալ հեռախոսահամարով՝ (888) 224-4896:

Chinese(中文): 如果您對本文件有任何疑問，您有權使用您的語言免費獲得協助和資訊。如需與譯員通話，請致電(888) 224-4896。

Farsi (فارسی): در صورتی که سؤالی پیرامون این سند دارید، این حق را دارید که اطلاعات و کمک را بدون هیچ هزینه‌ای به زبان مادری‌تان دریافت کنید. برای گفتگو با یک مترجم شفاهی، با شماره (888) 224-4896 تماس بگیرید.

French (Français): Si vous avez des questions sur ce document, vous avez la possibilité d'accéder gratuitement à ces informations et à une aide dans votre langue. Pour parler à un interprète, appelez le (888) 224-4896.

Haitian Creole (Kreyòl Ayisyen): Si ou gen nenpòt kesyon sou dokiman sa a, ou gen dwa pou jwenn èd ak enfòmasyon nan lang ou gratis. Pou pale ak yon entèprèt, rele (888) 224-4896.

Italian (Italiano): In caso di eventuali domande sul presente documento, ha il diritto di ricevere assistenza e informazioni nella sua lingua senza alcun costo aggiuntivo. Per parlare con un interprete, chiami il numero (888) 224-4896.

Japanese (日本語): この文書についてなにかご不明な点があれば、あなたにはあなたの言語で無料で支援を受け情報を得る権利があります。通訳と話すには、(888) 224-4896 にお電話ください。

Korean (한국어): 본 문서에 대해 어떠한 문의사항이라도 있을 경우, 귀하에게는 귀하가 사용하는 언어로 무료 도움 및 정보를 얻을 권리가 있습니다. 통역사와 이야기하려면(888) 224-4896로 문의하십시오.

Language Access Services:

Navajo (Diné): Dii naaltsoos biká'ígíí lahgo bina'idílkidgo ná bohónéedzá dóó bee ahóót'i' t'áá ni nizaad k'ehj bee nil hodoonih t'áadoo bájáh ilinígóó. Ata' halne'ígíí la' bich'i' hadeesdzih ninizingo koj' hodiilnih (888) 224-4896.

Polish (polski): W przypadku jakichkolwiek pytań związanych z niniejszym dokumentem masz prawo do bezpłatnego uzyskania pomocy oraz informacji w swoim języku. Aby porozmawiać z tłumaczem, zadzwoń pod numer: (888) 224-4896.

Punjabi (ਪੰਜਾਬੀ): ਜੇ ਤੁਹਾਡੇ ਇਸ ਦਸਤਾਵੇਜ਼ ਬਾਰੇ ਕੋਈ ਸਵਾਲ ਹੁੰਦੇ ਹਨ ਤਾਂ ਤੁਹਾਡੇ ਕੋਲ ਮੁਫਤ ਵਿੱਚ ਆਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਮਦਦ ਅਤੇ ਜਾਣਕਾਰੀ ਪ੍ਰਾਪਤ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਹੁੰਦਾ ਹੈ। ਇੱਕ ਦੁਬਾਰੀਏ ਨਾਲ ਗੱਲ ਕਰਨ ਲਈ, (888) 224-4896 ਤੇ ਕਾਲ ਕਰੋ।

Russian (Русский): Если у вас есть какие-либо вопросы в отношении данного документа, вы имеете право на бесплатное получение помощи и информации на вашем языке. Чтобы связаться с устным переводчиком, позвоните по тел. (888) 224-4896.

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Tagalog (Tagalog): Kung mayroon kang anumang katanungan tungkol sa dokumentong ito, may karapatan kang humingi ng tulong at impormasyon sa iyong wika nang walang bayad. Makipag-usap sa isang tagapagpaliwanag, tawagan ang (888) 224-4896.

Vietnamese (Tiếng Việt): Nếu quý vị có bất kỳ thắc mắc nào về tài liệu này, quý vị có quyền nhận sự trợ giúp và thông tin bằng ngôn ngữ của quý vị hoàn toàn miễn phí. Để trao đổi với một thông dịch viên, hãy gọi (888) 224-4896.

It's important we treat you fairly

That's why we follow federal civil rights laws in our health programs and activities. We don't discriminate, exclude people, or treat them differently on the basis of race, color, national origin, sex, age or disability. For people with disabilities, we offer free aids and services. For people whose primary language isn't English, we offer free language assistance services through interpreters and other written languages. Interested in these services? Call the Member Services number on your ID card for help (TTY/TDD: 711). If you think we failed to offer these services or discriminated based on race, color, national origin, age, disability, or sex, you can file a complaint, also known as a grievance. You can file a complaint with our Compliance Coordinator in writing to Compliance Coordinator, P.O. Box 27401, Mail Drop VA2002-N160, Richmond, VA 23279. Or you can file a complaint with the U.S. Department of Health and Human Services, Office for Civil Rights at 200 Independence Avenue, SW; Room 509F, HHH Building; Washington, D.C. 20201 or by calling 1-800-368-1019 (TDD: 1-800-537-7697) or online at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>. Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.